

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair
Washington, D.C. 20319-5000

MDW Regulation
No. 672-2

6 May 1987

Decorations, Awards, and Honors
EQUAL EMPLOYMENT OPPORTUNITY ACTION AWARDS

FOR THE COMMANDER:

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DISTRIBUTION:

A
B
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Summary. This is a new regulation, which establishes an honorary recognition program for persons who make outstanding contributions to the equal employment opportunity (EEO) mission of the U.S. Army Military District of Washington (MDW). It prescribes MDW EEO action awards to be given annually to deserving civilian and/or military personnel in three categories: managers and supervisors, general, and EEO program officials. For each of these categories, the specific criteria to be addressed in narrative nominations are identified. This regulation also gives the procedures for making nominations, selections, and presentation of the prescribed EEO action awards. This regulation does not preclude the development or implementation of other monetary or honorary EEO recognition programs.

Applicability. This regulation applies to military and civilian personnel, including nonappropriated fund employees, in all elements of MDW and its tenants, the Department of the Army Staff and their staff support agencies and associated field operating agencies in the National Capital Region, and other activities for which the Commanding General, MDW, provides equal employment opportunity services.

Supplementation. Issue of MDW command-wide supplements to this regulation is prohibited except on approval of the Commanding General, MDW. Requests for exception must be fully justified in writing and submitted to Cdr, MDW, ATTN: ANEE, Fort Lesley J. McNair, Washington, DC 20319-5050.

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Suggested Improvements. The proponent of this regulation is the MDW Equal Employment Opportunity Directorate. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), to Cdr, MDW, ATTN: ANEE, Fort Lesley J. McNair, Washington, D.C. 20319-5050.

1. Purpose

This regulation establishes equal employment opportunity (EEO) action awards within the U.S. Army Military District of Washington (MDW) and its EEO-serviced area, identifies the criteria for the awards, and outlines the procedures for initiating and processing award nominations.

2. References

- a. AR 672-20 (Incentive Awards).
- b. AR 690-200 (Civilian Personnel Administration and Equal Employment Opportunity).
- c. FPM 713, subchapter 5 (Recognition of Accomplishments in Equal Employment Opportunity).

3. Background

References in paragraph 2 provide authority and guidance for granting honorary recognition for equal employment opportunity achievements. The commitment and contribution of employees, supervisors, and managers are required to ensure equal employment opportunity for all. Where there are superior accomplishments in moving toward that objective, honorary recognition emphasizes the Army's goal to achieve a fully integrated work force in all occupations and at all grade levels. Such recognition also encourages active and effective participation in achieving all EEO program objectives.

4. Eligibility

- a. All employees, including nonappropriated fund employees, supervisors and managers, military or civilian, are eligible to submit a nomination or to be nominated for one of the EEO action awards.
- b. MDW EEO action award recipients will be those who stand out as innovative or effective. Those individuals who have displayed unusual skill, initiative, imagination, leadership, or perseverance in fostering the goals of equal employment opportunity should be nominated. Superior accomplishments that lead to improvement in the climate for equality of opportunity, as evidenced by quality of results when compared with the accomplishments of others, are of primary importance in determining eligibility for award consideration. Numerical tabulation of statistics will not suffice.

5. Categories

Recognition will be given annually to one or more individuals in each of three categories: managers and supervisors, general, and EEO program officials.

6. Criteria for awards

- a. Category I. Managers/supervisors. Of the many persons who work actively and effectively toward the goal of equal employment opportunity in the Army, managers and supervisors at all levels have the key responsibility. Achievement of this goal will not be reached until equal employment opportunity becomes an integral part of the day-to-day management, interwoven with every action that has an effect on employees. Recognition for supervisors and managers will be based on outstanding leadership in the development and/or implementation of a positive action plan that—

(1) Motivates employees to develop their full potential and use their skills to the maximum extent possible as evidenced by counseling, educational assistance, on-the-job training, off-the-job training, and similar actions, or

(2) Achieves effective employee utilization, as evidenced by increased employee morale, increased level of productivity, and creation of new job opportunities, or

(3) Demonstrates sensitive treatment of all employees, as evidenced by equal opportunity for training courses, overtime, recognition, and promotion, or

(4) Creates successful training programs that enable lower-grade and underutilized employees to advance to mid- and senior-level jobs commensurate with their abilities, as evidenced by the upward progression of such employees.

b. Category II. General. All employees have the responsibility as well as the opportunity to contribute to achievement of EEO goals. Employees, in general, throughout the MDW work force who contribute to the advancement of equality of opportunity in employment will be recognized for successful efforts to—

(1) Work with educational institutions and other activities to prepare high school and college students for Federal employment as evidenced by successful recruitment of minority groups, women, veterans, and handicapped individuals for jobs, or

(2) Encourage minority group employees and women who have demonstrated potential to apply for jobs where few such persons are now employed, as evidenced by greater representation of these employees in highly skilled and shortage category jobs, or

(3) Participate in community activities that foster the advancement of equality of opportunity in employment, as evidenced by demonstrated achievement in establishing and/or improving equal opportunity in housing, education, transportation for employees, or special employment programs for disadvantaged youth and adults.

c. Category III. EEO program officials. Other persons who provide leadership and make significant contributions are EEO program officials. Full-time and collateral-duty EEO program officials will be recognized for outstanding efforts to—

(1) Provide superior counseling and guidance to minorities, women, and other underutilized employees, as evidenced by sound career planning for such employees, to include training and employment goals related to the needs of the individual and the employing organization, or

(2) Resolve employee discrimination complaints to the mutual satisfaction and benefit of the complainant and management, or

(3) Develop and implement a positive action plan to advance equality of opportunity in employment, as evidenced by personal leadership and results, and by employee and management acceptance and support of the plan, or

(4) Establish and maintain the respect and confidence of community organizations, as evidenced by the organization's endorsement of the activity's plan of action and achievement in the area of EEO.

7. Nominations for awards

a. All personnel who know any individual who has made significant contributions to the EEO program may nominate that person for one of the award categories. The achievements of the nominee must meet one or more of the criteria in one of the categories outlined in paragraph 6.

b. Nominations for MDW EEO action awards should be submitted to Cdr, MDW, ATTN: ANEE, Fort Lesley J. McNair, Washington, DC 20319-5050, to be received not later than 15 May of each calendar year. Nominations will be submitted through command channels on DA Form 1256, covering the period 1 June through 31 May, with the following attachments:

(1) A narrative summary of achievements (300 words or less) that specifically substantiates actions related to one or more of the criteria.

(2) A brief biographical sketch of the nominee, including a significant employment record and other awards or honors received.

(3) A proposed citation of not more than 100 words.

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c. The criteria in this regulation will be applied to the nominating petitions by a five-to-seven-member ad hoc committee. The Director, MDW EEO, will appoint the members of this committee from among equal employment specialists, EEO action officers, and EEO coordinators. The committee will take measures to sanitize the nominating petitions; keep written minutes of meetings; and submit recommendations of award recipients to the Director, MDW EEO, who will then forward final recommendations to the Commanding General, MDW, for approval.

8. Presentation of awards

MDW EEO action award recipients will receive a certificate signed by the Commanding General, MDW, and will be honored at an appropriate ceremony. MDW EEO action award recipients may be nominated for EEO awards sponsored by the Secretary of the Army.